Inventory of Emergency Operating Records

(See instructions on reverse.)

Originating Office *(ICD, Division, Branch, etc.)*

NIH -

Prepared by *(custodian of records)*	Date Prepared	Approved by ICD Records Management Officer *(signature)*	Date Approved	Certified by NIH Records Management Officer *(signature)*	Date Certified

Item No. (1)	Title and Description of Records (2)	Off-Site Location (3)	Name of Person(s) Sending Records to Site (4)

Instructions for Preparing
Inventory of Emergency Operating Records

ORIGINATING OFFICE.   Show organization responsible for creating emergency operating records, e.g., NIH-ORS-DS-EMB.

PREPARED BY.   Enter name of responsible program official (custodian of records) and the date prepared.

APPROVED BY.   Each inventory shall be reviewed, signed and dated by the ICD Records Management Officer.

CERTIFIED BY.   Each inventory shall be reviewed, signed and dated by the NIH Records Management Officer.

COLUMN 1.   Number each new item consecutively.

COLUMN 2.   Self-explanatory.

COLUMN 3.   Indicate location of alternate storage site of records (e.g., other NIH building, contractor facility etc.).

COLUMN 4.   Self-explanatory.